

#### **VENDOR PERFORMANCE SCREENS AVAILABLE ON APRIL 4.**

The new vendor performance screens will be available, beginning on April 4. Please refer to the recently-published Office of Purchasing, Department of Management & Budget Administrative Procedure 0510.11, before entering information on any of the vendor performance screens. It may also be necessary to contact your department's procurement office to determine how this new functionality is being implemented within your department. Self-study materials from MAIN were also recently distributed.

The Vendor Performance screen 5260 is used to create vendor performance records, the Vendor Performance Disposition screen 5270 is used to document the steps taken to resolve the issues, and the Vendor Performance Inquiry screen 5280 is used to inquire on a specific vendor.